

COMMISSARY SANITARY COMPLIANCE CHECKLIST (This appendix is an integral part of MIL-STD-903C and its application is mandatory.)		1. DATE OF INSPECTION (YYYYMMDD)	
<b>2. COMMISSARY INSPECTED</b>			
a. NAME		b. ADDRESS	
<b>3. COMMISSARY OFFICER</b>			
a. NAME		b. GRADE	c. TELEPHONE NUMBER
<b>4. ACCOMPANYING INDIVIDUAL</b>			
a. NAME		b. TITLE	
SANITATION DEFECTS (1)		ASSIGNED DEFECT POINTS (2)	INSPECTOR'S DEFECT POINTS (3)
<b>5. PREMISES</b>			
a. Not clean or well organized		3	
b. Not well drained		3	
c. Not free from nuisances and sources of contamination		5	
d. Approaches to receiving and shipping docks not clean or not maintained to minimize dust		5	
<b>6. RAW MATERIALS</b>			
a. Not from approved sources		Critical	
b. Not inspected upon receipt and at other times as needed for determination of adulteration, contamination, or infestation		5	
c. Single-service articles and packaging materials not protected		4	
<b>7. CONSTRUCTION OF BUILDING</b>			
a. Not large enough to accommodate the operation without hampering sanitary practices		4	
b. Building's flow of dissimilar products is not channeled through separate routes		4	
c. Walls, floors, ceilings not in good repair or not constructed of materials that can easily be kept clean and sanitary		4	
d. Unnecessary clutter of wiring, pipes, hangers, ducts and so forth		4	
e. Exterior openings not clean and in good repair		4	
f. Exterior openings do not prevent the entrance of insects, birds, rodents or other animals		4	
g. Air curtains, if used, not in compliance with NSF standards		3	
h. Screen doors not outward opening and not self-closing		3	
<b>8. LIGHTING</b>			
a. Insufficient lighting		4	
b. Lights in processing area not equipped with shields when required		5	
<b>9. VENTILATION AND HUMIDITY</b>			
a. Insufficient control of ventilation or air movement		5	
b. Presence of mold on walls or ceilings in processing or storage areas		5	
c. Accumulation of condensates in processing or storage areas		5	
d. Ventilation system not kept clean and maintained in good repair		3	
e. Air not filtered and not directed outward when required		5	
<b>10. WATER SUPPLY</b>			
a. Not easily accessible		4	
b. Inadequate in quantity		5	
c. Undiminished supply of hot water not available		5	
d. Mixing valves not available at all scullery sinks and hose connections		4	
e. Hose connections not available where required		5	
f. Cross-connection exists between potable and nonpotable water supply or sewage		Critical	
g. Not adequate protection against possible back-siphonage		5	
h. Potability certificate not current or available		5	
i. Potable water supply found to be nonpotable		Critical	
j. Nonpotable water outlets not identified by prominently displayed color code and labels		5	
<b>11. ICE (If used)</b>			
a. Not made from potable water which meets requirements		Critical	
b. Not manufactured, handled, stored, or used in a sanitary manner		5	

# COMMISSARY SANITARY COMPLIANCE CHECKLIST

SANITATION DEFECTS (1)	ASSIGNED DEFECT POINTS (2)	INSPECTOR'S DEFECT POINTS (3)
<b>12. DISPOSAL OF WASTES</b>		
a. Liquid wastes not disposed of in a sanitary manner	5	
b. Floor drains not functional or properly trapped	3	
c. Waste not collected in suitable, properly covered containers and disposed of at frequent intervals and/or in a sanitary manner	4	
d. Garbage cans not clean, watertight, or do not have tight fitting lids	3	
e. Garbage cans not kept outside on racks that can be cleaned easily	3	
f. Contents of garbage cans allowed to accumulate above level of 4 inches from the top	3	
g. Personnel handle unpackaged food after cleaning garbage cans without taking appropriate personal sanitizing measures	Critical	
h. Refuse container doors not tight fitting or kept closed	3	
i. Refuse container or refuse container area not cleaned periodically or as required	3	
<b>13. TOILET/DRESSING ROOM, AND HANDWASHING FACILITIES</b>		
a. Sufficient number of toilet facilities not provided	5	
b. Toilet rooms not conveniently located	2	
c. Toilet rooms constructed of materials not easily cleaned	2	
d. Toilet rooms not adequately lighted	2	
e. Toilet rooms not separately vented to outside	5	
f. Toilet rooms open directly into product area	5	
g. Doors not self-closing and tight-fitting	3	
h. Absence of handwashing sign or not multilingual as prescribed	3	
i. Absence of water at suitable temperature, soap, soap dispenser, or sanitary single-service towels	5	
j. Sanitary waste receptacles not present	3	
k. Toilet/dressing rooms, privies, or handwashing facilities not maintained in a clean, orderly fashion	4	
l. Restrooms used for storage of cleaning equipment	3	
m. Each employee not furnished a locker or other suitable facility	5	
<b>14. CONSTRUCTION AND REPAIR OF EQUIPMENT AND UTENSILS</b>		
a. Design, construction, and use of such equipment and utensils does not preclude the adulteration of food	Critical	
b. Product-contact surfaces not of impervious material, smooth, nor of corrosion-resistant material	4	
c. Product-contact surfaces not of nontoxic material	Critical	
d. Not clean or not in good repair	5	
e. Not constructed so that all surfaces are readily sanitizable	5	
f. Use of wooden cutting boards	Critical	
g. Equipment not easily accessible for cleaning, maintenance, and inspection	5	
h. Thermometer not provided for each zone in which temperature must be closely controlled	3	
i. Supervisors not issued or using thermometer for monitoring	3	
j. Defective thermometers not repaired or replaced immediately	3	
k. Lubricants not used in a manner that prevents contamination of food or food contact surfaces	5	
<b>15. MEAT MARKET</b>		
<b>15.1 CLEANING AND SANITIZING</b>		
a. Cleaning or sanitizing methods do not prevent product contamination or adulteration	Critical	
b. All products not moved away or protected prior to equipment or area cleaning to avoid contamination or adulteration	Critical	
c. All multiservice containers, equipment, and utensils not cleaned and sanitized after use	Critical	
d. Cleaning and sanitizing chemicals not properly labeled or stored	5	
e. Unauthorized chemical compounds used for cleaning and sanitizing	Critical	
f. Test kits or other device not used when chemical sanitizers are utilized	5	
g. Drainboards or racks not provided after sanitizing	3	
h. Improper cleaning utensils and equipment being utilized	5	
i. Cleaning equipment and utensils not properly stored	5	
j. Cleaning equipment and utensils not cleaned and sanitized following use	3	
k. Water used as a sanitizer less than 170°F	5	
l. Areas and equipment not in good repair and cleaned and sanitized as required	3	
m. Meat display cases not cleaned and sanitized as required	3	
n. Cleaning and sanitizing frequency for equipment and contact surfaces not as required	5	

# **COMMISSARY SANITARY COMPLIANCE CHECKLIST**

SANITATION DEFECTS (1)	ASSIGNED DEFECT POINTS (2)	INSPECTOR'S DEFECT POINTS (3)
<b>15. MEAT MARKET (Continued)</b>		
<b>15.2. PROCESSING AREA</b>		
a. Perishable product held at unsafe temperatures for more than three hours	Critical	
b. Complete physical separation of raw and ready-to-eat products not attained in holding coolers or preparation areas	5	
c. Tempering edible products does not follow recommended procedures	Critical	
d. Cooked or ready-to-eat items contaminated by raw products	Critical	
e. Personnel handling poultry or fish not wearing an apron maintained for this purpose	5	
f. Personnel handling poultry or fish not washing and sanitizing hands prior to handling other product	Critical	
g. Packaging materials that will be in contact with product not properly handled or stored	5	
h. Stored packaging materials unprotected from dust and other contaminants during cleaning procedures	4	
i. Containers used for collecting fat and meat scraps not cleanable, not in good condition, or with flaking paint	3	
j. Barrels not lined with plastic bag as required	3	
k. Rendering company personnel entering coolers or food handling areas	5	
l. Scrap and fat material allowed to collect for more than one week	5	
<b>15.3 REFRIGERATION AREAS</b>		
a. Refrigeration areas not free from objectionable odors and from mold	5	
b. Refrigeration areas not maintained in a sanitary condition	5	
c. Product not stored at proper temperature and humidity	5	
d. Accurate thermometer not indicating a representative air temperature	3	
e. Temperature checks not conducted as required	5	
f. Temperature of meat freezer area not 0 °F or below	5	
g. Temperature of meat chill area not between 29° and 35 °F	5	
h. Temperature of meat display cases/storage space not as required	5	
i. Product load line not designated	3	
j. Perishable products placed above the load line level	5	
k. Product designed to be maintained in chill state not displayed chilled	Critical	
l. Product designed to be maintained frozen not displayed frozen	Critical	
m. Display cases with dividers obstruct air circulation	3	
n. Packaged fresh poultry, waterfoods, and red meats not displayed as required	5	
o. Temperature in meat processing room 60 °F or above	Critical	
<b>15.4 STORING AND STORAGE FACILITIES</b>		
a. Storage facilities not clean, sanitary, or in good repair	3	
b. Storing methods do not minimize deterioration or contamination	5	
c. Shelves, cabinets, or dunnage not used where necessary to prevent contamination or deterioration	5	
d. Recommended storage practices not followed	5	
e. Absorbents/antislip compounds not used as specified	5	
f. Paper or corrugated cardboard not new and removed on a daily basis	5	
g. Unsaleable product not immediately disposed of or segregated	5	
h. Product held for disposal not in a waterproof tote bin or container with lid that may be cleaned as needed	3	
i. Luncheon meats in final consumer package not held in separate area as required	5	
j. Poultry and waterfoods in the red meat cooler not segregated as required	5	
<b>16. PRODUCE MARKET</b>		
<b>16.1 CLEANING AND SANITIZING</b>		
a. Cleaning or sanitizing methods do not prevent product contamination or adulteration	Critical	
b. All products not moved away or protected prior to equipment or area cleaning to avoid contamination or adulteration	Critical	
c. All multiservice containers, equipment, and utensils not cleaned and sanitized after use	Critical	
d. Cleaning and sanitizing chemicals not properly labeled or stored	5	
e. Unauthorized chemical compounds used for cleaning and sanitizing	Critical	
f. Test kits or other device not used when chemical sanitizers are utilized	5	
g. Drainboards or racks not provided after sanitizing	3	
h. Improper cleaning utensils and equipment being utilized	5	
i. Cleaning equipment and utensils not properly stored	5	
j. Cleaning equipment and utensils not cleaned and sanitized following use	3	

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SANITATION DEFECTS (1)	ASSIGNED DEFECT POINTS (2)	INSPECTOR'S DEFECT POINTS (3)
<b>16. PRODUCE MARKET</b> <i>(Continued)</i>		
<b>16.1 CLEANING AND SANITIZING</b> <i>(Continued)</i>		
k. Water used as a sanitizer less than 170°F	5	
l. Areas and equipment not in good repair and cleaned and sanitized as required	3	
m. Storage refrigerators not emptied, washed, and cleaned at least weekly or more if necessary	3	
n. Produce display cases not emptied, washed, cleaned, and sanitized at least weekly with intermittent cleaning on a daily basis	3	
o. Floors in the processing and display area not free of fruit and vegetable debris	2	
p. Floors in processing room not washed and dried at end of each day	3	
q. Scales and immediate areas not clean	3	
<b>16.2 PROCESSING AREA</b>		
a. Separate holding cooler and processing packaging area not provided	5	
b. Packaging materials that will be in contact with products not properly handled or stored	5	
c. Stored packaging materials not protected from dust or other contaminants during cleaning process	4	
<b>16.3 STORING AND STORAGE FACILITIES</b>		
a. Storage facilities not clean, sanitary, or in good repair	3	
b. Storing methods do not minimize deterioration or contamination	5	
c. Shelves, cabinets, or dunnage not used where necessary to prevent contamination or deterioration	5	
d. Recommended storage practices not followed	5	
e. Unsaleable product not immediately disposed of or segregated	5	
f. Product held for disposal not in a waterproof tote bin or container that may be cleaned as needed	3	
<b>17. GROCERY MARKET</b>		
<b>17.1 CLEANING AND SANITIZING</b>		
a. Cleaning or sanitizing methods do not prevent product contamination or adulteration	Critical	
b. All products not moved away or protected prior to equipment or area cleaning to avoid contamination or adulteration	Critical	
c. All multiservice containers, equipment, and utensils not cleaned and sanitized after use	Critical	
d. Cleaning and sanitizing chemicals not properly labeled or stored	5	
e. Unauthorized chemical compounds used for cleaning and sanitizing	Critical	
f. Test kits or other device not used when chemical sanitizers are utilized	5	
g. Drainboards or racks not provided after sanitizing	3	
h. Improper cleaning utensils and equipment being utilized	5	
i. Cleaning equipment and utensils not properly stored	5	
j. Cleaning equipment and utensils not cleaned and sanitized following use	3	
k. Water used as a sanitizer less than 170°F	5	
l. Areas and equipment not in good repair and cleaned and sanitized as required	3	
m. Floors not clean or free of debris	2	
n. Waste receptacles not emptied and cleaned as often as necessary	2	
o. Checkout counters not cleaned daily or kept free of extraneous matter	2	
p. Shopping carts not clean	2	
q. Shelves not clean	2	
r. Display cases and storage refrigerators of fresh dairy and egg product area not cleaned and washed after spillage or leakage of products	3	
s. Display cases and storage refrigerators of fresh dairy and egg product area not cleaned and sanitized on a weekly basis	3	
t. Refrigerated display cases of bakery products not cleaned and sanitized on a weekly basis	3	
<b>17.2 REFRIGERATION AREAS</b>		
a. Refrigeration areas not free from objectionable odors and from mold	5	
b. Refrigeration areas not maintained in a sanitary condition	5	
c. Product not stored at proper temperature and humidity	5	
d. Accurate thermometer not indicating a representative air temperature	3	
e. Temperature checks not conducted as required	5	
f. Temperature of freezer area not 0°F or below	5	
g. Temperature of dairy products display cases and storage areas not as required	5	
h. Product load line not designated	3	
i. Perishable products placed above the load line level	5	

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SANITATION DEFECTS (1)	ASSIGNED DEFECT POINTS (2)	INSPECTOR'S DEFECT POINTS (3)
<b>17. GROCERY MARKET</b> <i>(Continued)</i>		
<b>17.2 REFRIGERATION AREAS</b> <i>(Continued)</i>		
j. Product designed to be maintained in chill state not displayed chilled	Critical	
k. Product designed to be maintained frozen not displayed frozen	Critical	
l. Display cases not equipped with separators to provide false walls	3	
<b>17.3 STORING AND STORAGE FACILITIES</b>		
a. Storage facilities not clean, sanitary, or in good repair	3	
b. Storing methods do not minimize deterioration or contamination	5	
c. Shelves, cabinets, or dunnage not used where necessary to prevent contamination or deterioration	5	
d. Recommended storage practices not followed	5	
e. Hazardous products not segregated from all food products in storage, during transportation, and while on display	5	
f. Hazardous products stored, transported, or displayed above food products	5	
g. Garden and lawn supplies not handled the same as hazardous products	5	
h. Salvage area not cleaned and physically separated from product areas	3	
<b>18. WAREHOUSE SECTION</b>		
<b>18.1 CLEANING</b>		
a. Warehouse not cleaned and orderly in appearance	3	
b. Food product spillage not removed on a daily basis	3	
c. Floors not swept and cleaned at least weekly, or more if necessary	3	
d. Cleaning equipment and utensils not properly stored	5	
<b>18.2 REFRIGERATION AREAS</b>		
a. Refrigeration areas not free from objectionable odors and from mold	5	
b. Refrigeration areas not maintained in a sanitary condition	5	
c. Product not stored at proper temperature and humidity	5	
d. Accurate thermometer not indicating a representative air temperature	3	
e. Temperature checks not conducted as required	5	
f. Product designed to be maintained in chill state not so maintained	Critical	
g. Product designed to be maintained in frozen state not so maintained	Critical	
<b>18.3 STORING AND STORAGE FACILITIES</b>		
a. Storage facilities not clean, sanitary, or in good repair	3	
b. Storing methods do not minimize deterioration or contamination	5	
c. Shelves, cabinets, or dunnage not used where necessary to prevent contamination or deterioration	5	
d. Recommended storage practices not followed	5	
<b>19. DELICATESSEN</b>		
a. Cleaning or sanitizing methods do not prevent product contamination or adulteration	Critical	
b. All products not moved away or protected prior to equipment or area cleaning to avoid contamination or adulteration	Critical	
c. All multiservice containers, equipment, and utensils not cleaned and sanitized after use	Critical	
d. Cleaning and sanitizing chemicals not properly labeled or stored	5	
e. Unauthorized chemical compounds used for cleaning and sanitizing	Critical	
f. Test kits or other device not used when chemical sanitizers are utilized	5	
g. Drainboards or racks not provided after sanitizing	3	
h. Improper cleaning utensils and equipment being utilized	5	
i. Cleaning equipment and utensils not properly stored	5	
j. Cleaning equipment and utensils not cleaned and sanitized following use	3	
k. Water used as a sanitizer less than 170°F	5	
l. Areas and equipment not in good repair and cleaned and sanitized as required	3	
m. Display cases not cleaned and sanitized as required	3	
n. Not completely separated from the remainder of the operations flow of material	3	
o. Meat received for further slicing not held in the delicatessen cooler	5	
p. Cooked delicatessen items not held in a separate area	Critical	
q. Raw and cooked products in display counters in contact or respective containers in contact and not separated by a solid divider	5	
r. Packaging materials that will be in contact with product not properly handled or stored	5	
s. Stored packaging materials not protected from dust or other contaminants during cleaning process	4	

# COMMISSARY SANITARY COMPLIANCE CHECKLIST

SANITATION DEFECTS (1)	ASSIGNED DEFECT POINTS (2)	INSPECTOR'S DEFECT POINTS (3)
<b>19. DELICATESSEN (Continued)</b>		
t. Equipment used for raw products not washed prior to use for cooked product	Critical	
u. Personnel involved in preparing or selling cooked items not possessing required training in sanitation	5	
v. Personnel of other than cooked processed meat areas handle cooked products	3	
w. Cooked products handled without taking proper sanitary precautions	5	
x. Delicatessen personnel pass through other product handling areas	3	
y. All delicatessen operations (heating, holding, and chilling) not controlled by thermometers	Critical	
z. Temperature checks not conducted as required	5	
aa. Perishable product held at unsafe temperatures for more than three hours	Critical	
bb. Wastes not collected in properly covered suitable containers and disposed of at frequent intervals and/or in a sanitary manner	Critical	
<b>20. CONTROL OF INSECTS, BIRDS, RODENTS, AND/OR OTHER ANIMALS</b>		
a. Presence of insects, birds, rodents, and/or other animals in production area	Critical	
b. Presence of insects, birds, rodents, and/or other animals in nonproduction area	5	
c. Effective measure for the control of insects, birds, rodents and/or other animals is not maintained	3	
d. Rodent harborages or insect breeding places present	4	
e. Unauthorized insecticides or rodenticides used	Critical	
f. Insecticides or rodenticides not used by approved methods	5	
g. Insecticides or rodenticides are handled or stored in an unsafe manner	5	
<b>21. VEHICLE AND TRANSPORTATION FACILITIES</b>		
a. Not constructed or operated to protect contents from contamination or deterioration	Critical	
b. Not properly maintained or not clean	3	
c. Supplies not elevated three or four inches above the truck bed	2	
d. Vehicle used to transport food is used to carry materials that might contaminate subsistence supplies	5	
e. Temperature of chilled or frozen foods not maintained at recommended levels	5	
<b>22. CLEANLINESS AND HEALTH OF PERSONNEL</b>		
<b>22.1 CLEANLINESS</b>		
a. Employees not washing hands after contamination	Critical	
b. Failure of employees to be hygienically clean	4	
c. Personnel not prohibited from eating, smoking, chewing tobacco, or expectorating in product handling areas	5	
d. Fingernail polish or unauthorized jewelry worn by plant personnel	3	
e. Employees not wearing garments/hair restraints suitable for work being performed	5	
f. Storage of employee's personal effects in production room	3	
g. If gloves used, not maintained as required	3	
h. Handwashing signs not prominently displayed in processing areas or multilingual as prescribed	3	
i. Employee break rooms and eating areas not maintained in a clean and sanitarily acceptable manner	5	
<b>22.2 HEALTH OF PERSONNEL</b>		
a. Employees affected with or a carrier of a communicable or infectious disease not excluded from product areas	Critical	
b. Employees having an infectious wound, sore, or lesion on hands, arms, or other exposed parts of the body not excluded from contacting ingredients, products, or product zone	Critical	
<b>22.3 MEDICAL EXAMINATIONS</b>		
a. Prescribed medical examinations of personnel not being made or records of such not available	4	
<b>23. EDUCATION AND TRAINING</b>		
a. Supervisor not having education and experience to provide competency for protection of safe food	5	
b. Food handlers and supervisors not instructed in acceptable hygienic practices and proper sanitary rules of food handling	Critical	
c. Responsibility for assuring compliance with this Standard not clearly assigned to competent supervisory personnel	5	
<b>24. FORMULA</b>	TOTALS	855
$\frac{\text{SCR} = \text{Net Total of Column 2} - \text{Net Total of Column 3}}{\text{Net Total of Column 2}} \times 100$	MINUS NONAPPLICABLE DEFECT POINTS	-
	NET TOTAL DEFECT POINTS	
<b>25a. SANITARY COMPLIANCE RATING COMPUTATIONS</b>	<b>b. SANITARY COMPLIANCE RATING ASSIGNED</b>	<b>c. NUMBER OF CRITICAL DEFECTS</b>

## COMMISSARY SANITARY COMPLIANCE CHECKLIST

26. OTHER REGULATORY AGENCIES CONCERNED WITH SANITATION OF THIS ESTABLISHMENT *(Record the agency, date, and results of last inspection)*

27. METHODOLOGY SECTION *(Record narrative information describing the storage facility, premises, equipment, and procedures)*

## COMMISSARY SANITARY COMPLIANCE CHECKLIST

28. REMARKS/RECOMMENDATIONS *(Key discrepancies noted to the subparagraph numbers above)*

### 29. INSPECTOR

a. TYPED NAME

b. TITLE

c. SIGNATURE

d. GRADE

e. DATE SIGNED (YYYYMMDD)